



STATE OF DELAWARE  
DEPARTMENT OF FINANCE  
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**MEMORANDUM**

**#07-09**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha L. Neely, Director

**DATE:** December 8, 2006

**SUBJECT: NEW STATEWIDE TRAVEL POLICY**

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I am pleased to announce that the State's Travel Policy has been updated and is available for reference and review at <http://www.budget.delaware.gov/accounting-manual/account-manual.shtml>. The effective date of the policy is January 1, 2007.

Please note there are major changes throughout the policy so please take time between now and January 1 to become familiar with the new policy. If you have questions or would like clarity on any section of the policy, please contact your State Accountant.

TLN:eed

pc: Richard S. Cordrey, Secretary Finance  
Jennifer J. Davis, Director, Office of Management & Budget